

**Arlington Redevelopment Board**  
**April 13, 2015 Minutes**  
**Town Hall Annex, Second Floor Conference Room, Town Hall – 7:00pm**

Approved: May 18, 2015

**PRESENT: Chair, Andrew Bunnell, Mike Cayer, Bruce Fitzsimmons, Andy West**

**ABSENT:**

**STAFF: Carol Kowalski, Laura Wiener**

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Documents Used:

PowerPoint slides for Town Meeting Warrant Article 46, Endorsement of Master Plan submitted by Carol Kowalski

The Chairman opened the meeting at 7:00pm and turned to the agenda item of Town Meeting Presentation with members of the Master Plan Advisory Committee.

Ms. Kowalski said she drafted a PowerPoint for the Board's and Committee's consideration for Town Meeting Warrant Article 46, Endorsement of the Master Plan. The Committee has already given some feedback on the slides. Ms. Kowalski said this version is still a draft, so she would like to know comments or edits that the Board would like to make.

The Board and Ms. Kowalski discussed the best placement of a statement to make it clear to Town Meeting members that the Master Plan has already been adopted by the Redevelopment Board.

The Board discussed various minor edits they felt should be made to the PowerPoint presentation, such as layout, and pictures used throughout the presentation. The Committee and Board also reviewed how to discuss the Implementation Committee that will be formed eventually, and will hopefully include Town Meeting members.

Ms. Kowalski brought attention to the slide that discusses the issue of what happens if Town Meeting fails to endorse the Master Plan. The Board discussed the best wording to accompany this issue. The Committee and Board reviewed the language of what a "yes vote" from Town Meeting members represents.

Ms. Kowalski summarized who will be presenting the slides and information at Town Meeting. The Committee and Board discussed the appropriate amount of time necessary for the presentation.

Mr. West recommended that Mr. Bunnell, Ms. Kowalski, and one member of the Master Plan Advisory Committee give the presentation.

Mr. Bunnell agreed that the delivery of the presentation should come from a member of the Board, and that Ms. Kowalski should be standing up during the presentation to field any questions. Mr. Cayer agreed. The Board and Committee discussed the type of questions that the Master Plan consultant would field if necessary.

Ms. Kowalski said she would make the edits discussed tonight and resend to the Board for their review.

The Board turned to the agenda item of Design Standards with David Gamble. Mr. Gamble introduced himself to the Board; he is an architect and urban planner with Gamble and Associates. Gamble and Associates was a sub-consultant with Judi Barrett on the Master Plan. Mr. Gamble said the goal of the design standards should be to illustrate the form and appearance of the Master Plan's recommendations, and how they would primarily relate to commercial corridors. Their role is to work with Town staff to try and come up with a series of design standards that are legible to property owners, layman, and to the development community that will reinforce the considerations in the

Master Plan. Also, to convey through graphics what is typically explained in complex zoning language in order to make zoning more accessible.

Ms. Kowalski said that she hoped the product of these design standards would provide the Redevelopment Board and the Zoning Board of Appeals with design guidelines even before the Zoning Bylaw is updated, and ideally these graphics would be used more so than text because it is easier and briefer to understand.

Mr. Fitzsimmons asked what the next steps are.

Mr. Gamble said they are going to summarize the comments that came out of the walking tours, and cross-reference it with feedback from public meetings in an attempt to distill a framework for the design standards.

Laura Wiener, Assistant Director for Planning and Community Development stated that Mr. Gamble is not expected to rewrite the Zoning Bylaw, but to talk about how the design standards integrate with the Zoning Bylaw. It will help to prioritize what needs to be changed in the Zoning Bylaw.

Mr. Gamble said that they recently worked with Watertown to feather in design standards into their Zoning Bylaw in a way that was color coded to the established topics that needed to be addressed.

Mr. Fitzsimmons asked if what could come out of this would be illustrations that would go into the Zoning Bylaw. Mr. Gamble confirmed.

Ms. Kowalski added that it has not been decided yet if the Department plans to overhaul the Zoning Bylaw, or if they will just decide on incremental steps. Once the Implementation Committee is formed, this decision will be made.

Mr. West said this concept sounded very interesting. Mr. West asked how the Redevelopment Board is involved in this process.

Ms. Kowalski said that any new material submitted by Gamble and Associates could be presented to the Board for their review and involvement. The Board agreed that this would be a good idea and thanked Mr. Gamble for his presentation.

The Board turned to the agenda item of the Housing Production Plan, presented by Ms. Wiener. Ms. Wiener said the Department applied for a grant that would help pay for a consultant for housing production. Ms. Wiener said they received a \$15,000.00 grant and will be hiring a consultant to help with the process. Ms. Wiener said that she thought the Redevelopment Board should oversee it, but have a citizen review of some kind, and a member of the Board would hold a seat on that review Board as well. Ms. Wiener said that The Town did its last housing plan in 2005 and there was an Affordable Housing Task Force that oversaw it but that body is not active any more.

Ms. Wiener summarized the three parts of a Housing Production Plan. The first part deals with housing needs, which is an assessment based on existing demographics, projections of future demographics, and identifying constraints. The second part is to set affordable housing goals, and the third part is implementation strategies such as modifying zoning, mixed use, or accessory apartments to name a few. The consultant would be the most helpful with review of demographics.

Mr. Cayer asked what the result of having a Housing Production Plan is.

Ms. Wiener said it fits in with the Master Plan in the sense that it may assist in changing zoning. It puts you in a stronger position to get more grants or assistance from the state by addressing the housing issues of the Town.

Mr. West asked if there was a list of possible consultants.

Ms. Wiener said the state has approved a large number of consultants, but she hasn't looked into the pool yet. She reiterated that the members of a review committee would consist of people from HCA, Arlington Housing Authority, Council on Aging, real estate community, and the Redevelopment Board, with herself and the consultant as well.

Mr. Bunnell said he would be happy to volunteer for the review committee.

The Board suggested someone from the schools be on the committee to represent the younger generation. Ms. Wiener agreed that would be a good addition.

The Board turned to the agenda item of approving the meeting minutes from March 30, 2015. Mr. West moved to approve the minutes of March 30, 2015 as amended by the Board. Mr. Cayer seconded.

Mr. West asked Ms. Kowalski to provide a scope document for the design guideline work discussed earlier in the meeting. Ms. Kowalski said she could provide the RFP and the proposal for the Board to become more familiar with the goals and expectations.

The Board discussed their meeting schedule for Town Meeting and finalized some presentation details.

Mr. Fitzsimmons moved to adjourn. Mr. Cayer seconded. All voted in favor.